



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

Region 1

5 Post Office Square, Suite 100  
Boston, MA 02109-3912

**URGENT LEGAL MATTER -- PROMPT REPLY NECESSARY**  
**CERTIFIED MAIL: RETURN RECEIPT REQUESTED**

October 9, 2014

S.D. Warren Company  
d/b/a SAPPI Fine Paper North America  
c/o Kenneth F. Gray, Esq.  
Pierce Atwood, LLP  
Merrill's Wharf  
254 Commercial Street, Suite 410  
Portland, ME 04101

Re: Request for Information Pursuant to Section 104 of CERCLA for the  
Keddy Mill Superfund Site, Windham, ME

Dear Mr. Gray:

This letter seeks the cooperation of S. D. Warren Company (d/b/a Sappi Fine Paper North America) ("SAPPI") in providing information and documents relating to the environmental conditions at, and cleanup of, the Keddy Mill Superfund Site located at 7 Depot Street, Windham Maine ("Site"). The properties of interest owned by SAPPI adjacent to the Site are two parcels identified at the Town of Windham's Tax Assessor's Office as Map 3, Parcel 8A and Map 38, Parcel 10, and are further described in the deed recorded at the Cumberland County Registry of Deeds in Book 3612, Page 25.

The United States Environmental Protection Agency ("EPA") is investigating the release or threatened release of hazardous substances, pollutants, and contaminants at the Site. This investigation includes an inquiry into the identification, nature, source, and quantity of materials transported to or generated, treated, stored, or disposed of at the Site. EPA is also seeking information concerning those persons responsible for the cleanup of the Site and their ability to undertake or finance that cleanup.

Pursuant to the authority of Section 104(e) of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), 42 U.S.C. § 9604(e), you are hereby requested to respond to the Information Request set forth in the Enclosure to this letter.

While EPA seeks your voluntary cooperation in this investigation, compliance with the Information Request is required by law. Failure to provide a complete truthful response to this Information Request within thirty (30) days of your receipt of this letter, or to adequately justify

such failure to respond, may subject you to an enforcement action by EPA pursuant to Section 104(e) of CERCLA. This provision permits EPA to seek the imposition of penalties of up to thirty-seven thousand five hundred dollars (\$37,500) for each day of non-compliance.

Please note that responses which are incomplete, ambiguous, or evasive will be treated as complete non-compliance with this Information Request. Also be further advised that provision of false, fictitious, or fraudulent statements or representations may subject you to criminal penalties under 18 U.S.C. § 1001.

This Information Request is not subject to the approval requirements of the Paperwork Reduction Act of 1980, 44 U.S.C. § 3501 et seq.

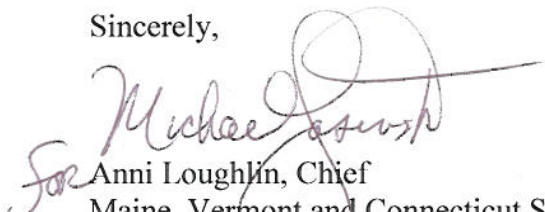
Your response to this Information Request should be mailed to:

Donna Murray, Enforcement Coordinator  
U.S. Environmental Protection Agency, Region 1  
Office of Site Remediation and Restoration  
5 Post Office Square, Suite 100  
Mail Code: OSRR07-2  
Boston, MA 02109-3912

If you have general questions concerning the Site or this Information Request, please contact Leslie McVickar, Remedial Project Manager, U.S. Environmental Protection Agency, 5 Post Office Square, Suite 100 (OSRR07-4), Boston, MA 02109-3912 at (617) 918-1374. If you have any legal questions, or if your attorney wishes to communicate with EPA on your behalf, please contact Susan Scott, Senior Enforcement Counsel, U.S. Environmental Protection Agency, 5 Post Office Square, Suite 100 (OES04-2), Boston, MA 02109-3912, at (617) 918-1778.

We appreciate and look forward to your prompt response to this information request.

Sincerely,

  
For Anni Loughlin, Chief  
Maine, Vermont and Connecticut Superfund Section  
Office of Site Remediation and Restoration

Enclosures: Information Request, including the following: information request questions; a declaration for signature; information request instructions; EPA's contractor list; information request definitions; and a Site description.

cc:

Susan Scott, EPA Senior Enforcement Counsel  
Leslie McVickar, EPA Remedial Project Officer

Donna Murray, EPA Enforcement Coordinator  
Becky Blais, Maine DEP  
Judy Lao, EPA CERCLIS Data Administrator  
OSRR Record Center

**INFORMATION REQUEST FOR  
KEDDY MILL SUPERFUND SITE**

\*\*\*\*\*  
\*                   **Period Being Investigated: 1945 to Present**                   \*  
\*                   \*                   \*  
\*\*\*\*\*

In addition to the questions which follow, this enclosure includes a declaration, a site description, detailed instructions for responding to this request, and definitions of words such as "Respondent," "identify," "waste," and "asset" used in the questions. These materials appear at the end of the questions; please refer to them in answering all questions. Of particular importance:

- Answer each question with respect to the period being investigated noted above unless the question indicates otherwise.
- Answer all questions completely in accordance with the definitions and instructions.
- Complete the enclosed declaration.
- For each question, identify all persons and documents relied upon in the preparation of the answer.
- All information provided for which you are making a claim of business confidentiality or which contains personal privacy information should be contained on separate sheets and clearly marked as confidential or private.

This request imposes a continuing obligation upon you to submit responsive information discovered after your original response is submitted to EPA.



## INFORMATION REQUEST QUESTIONS

### 1. General Information About Respondent:

**NOTE: All questions in this section refer to the present time unless otherwise indicated.**

- a. Provide the full legal name and mailing address of the Respondent.
- b. For each person answering these questions on behalf of Respondent provide:
  - i. full name;
  - ii. title;
  - iii. business address; and
  - iv. business telephone number and email address.
- c. If Respondent wishes to designate an individual for all future correspondence concerning this Site, including any legal notices, please so indicate here by providing that individual's name, address, telephone number, and email address.
- d. Describe the nature of the Respondent's business.

### 2. Respondent's Legal and Financial Status:

**NOTE: All questions in this section refer to the period being investigated.**

- a. If the Respondent has ever done business under any other name:
  - i. list each such name; and
  - ii. list the dates during which such name was used by Respondent.
- b. If Respondent is a corporation, provide:
  - i. the date of incorporation;
  - ii. state of incorporation;
  - iii. agent for service of process;
  - iv. the names of current officers; and the names of current directors.
- c. If Respondent is, or was a subsidiary of, otherwise owned or controlled by, or affiliated with another corporation or entity, identify each entity, and describe each such relationship, including but not limited to:
  - i. a general statement of the nature of the relationship;
  - ii. the dates such relationship existed;

- iii. the percentage of ownership of Respondent that is held by such other entity; and
  - iv. for each such affiliated entity provide the names and complete addresses of its parent, subsidiary, and otherwise affiliated entities.
- d. If Respondent no longer exists as a legal entity because of dissolution provide:
  - i. a brief description of the nature and reason for dissolution;
  - ii. the date of dissolution;
  - iii. documents memorializing or indicating the dissolution of the entity; and
  - iv. a statement of how and to whom the entity's assets were distributed.
- e. If Respondent no longer exists as the same legal entity it was during the period being investigated because of transactions involving asset purchases or mergers, provide:
  - i. the titles and dates of the documents that embody the terms of such transactions (*i.e.*, purchase agreements, merger and dissolution agreements);
  - ii. the identities of the seller, buyer, and any other parties to such transactions; and
  - iii. a brief statement describing the nature of the asset purchases or mergers.
- f. If Respondent has filed for bankruptcy, provide:
  - i. the U.S. Bankruptcy Court in which the petition was filed;
  - ii. the docket numbers of such petition;
  - iii. the date the bankruptcy petition was filed;
  - iv. whether the petition is under Chapter 7 (liquidation), Chapter 11 (reorganization), or other provision; and
  - v. a brief description of the current status of the petition.

3. Ownership and Operations:

**NOTE: All questions in this section refer to the period being investigated. All questions refer to the properties owned by SAPPI identified at the Town of Windham's Tax Assessor's Office as Map 3, Parcel 8A and Map 38, Parcel 10 and as further described in the deed recorded at the Cumberland County Registry of Deeds in Book 3612, Page 25.**

- a. Provide a detailed narrative description of Respondent's purpose for acquiring and retaining ownership of the properties.
- b. Provide the date on which Respondent acquired each such property.
- c. Identify the seller/grantor of each such acquired property.

- d. Did Respondent acquire the properties after the disposal or placement of the hazardous substances on, in, or at the Site? Describe all of the facts on which you base the answer to the preceding question.
- e. Describe all investigations of the properties Respondent undertook prior to acquiring the properties and the results of these investigations.
- f. Describe any visual inspections of the properties Respondent undertook prior to acquiring the properties and the results of these inspections.
- g. Describe any specialized knowledge or experience on the part of Respondent regarding operations at the Site at the time of Respondent's acquisition of the properties.
- h. State the purchase price of each of the properties and provide a copy of any appraisal of each of the properties performed at the time of acquisition.
- i. Describe any interests in or encumbrances on each of Respondent's properties held by others, including but not limited to leases, liens, easements, deed restrictions, and mortgages.
- j. Identify the owners of all such interests/encumbrances.
- k. Provide copies of all documents relating to ownership, acquisition, and encumbrance of Respondent's properties, including but not limited to:
  - i. deeds;
  - ii. leases; and
  - iii. easements.
- l. Describe all activities undertaken at the properties by the Respondent during Respondent's ownership, including but not limited to:
  - i. a brief narrative of the day-to-day operations;
  - ii. a description of the Respondent's activities by date;
  - iii. a description of the generation, storage, placement, disposal or treatment of wastes by date;
  - iv. the identification of lessees, contractors, tenants, or others who carried out operations;
  - v. a description of the activities each lessee, contractor, tenant, or others took by date;
  - vi. a description of the construction and/or demolition of any surface or subsurface structures (including but not limited to the dates such activities took place); and



- vii. a description of any other significant operations or activities at the properties.
- m. Describe all leaks, spills, or releases at or from the properties of materials that were or may have been hazardous, toxic, flammable, reactive, or corrosive, or may have contained hazardous substances, including, but not limited to:
  - i. the date of each such occurrence;
  - ii. the specific location on the properties of each such occurrence; and
  - iii. the materials that were involved in each such occurrence in terms of the nature, composition, color, smell, and physical state (solid or liquid) of such material.
- n. Describe and provide the dates of all activities undertaken by Respondent or others to:
  - i. address all leaks, spills, or releases of materials at or from the properties;
  - ii. stop any continuing release;
  - iii. prevent or limit any human, environmental, or natural resource exposure to any materials leaked, spilled or released;
  - iv. prevent any threatened future leaks, spills, or releases at or from the properties.
- o. Describe all fires, explosions, or similar occurrences at the properties, including but not limited to:
  - i. the dates of such occurrences;
  - ii. the specific locations of such occurrences;
  - iii. the nature of such occurrences; and
  - iv. the measures taken to respond to them.
- p. Provide all information you have, or you have reason to believe exists, which indicates that disposal, treatment, storage, or recycling of wastes occurred at the properties during the period being investigated.
- q. Provide all information you have, or you have reason to believe exists, that during the period being investigated:
  - i. the wastes disposed, treated, stored, placed or recycled at the properties included hazardous substances; and
  - ii. hazardous substances were released at the properties.
- r. Identify all surveys, studies, or collections of data for which Respondent has submitted information to local, state, federal, or other entities concerning the properties, including any legally required notices with respect to the discovery or release of any hazardous substances at the properties.



- s. If not already provided to EPA, provide a copy of the information submitted by Respondent for such survey or study.
- t. If not already provided to EPA, provide a copy of the resulting survey, study, or collection of data.

4. Contractors or Site Managers:

**NOTE: All questions in this section refer to the period during the Respondent's ownership of the properties. All questions refer to the properties owned by SAPPI identified at the Town of Windham's Tax Assessor's Office as Map 3, Parcel 8A and Map 38, Parcel 10 and as further described in the deed recorded at the Cumberland County Registry of Deeds in Book 3612, Page 25.**

- a. If not already provided in response to previous questions, identify all contractors, site managers, or other entities or individuals who performed any work at the properties.
- b. List the dates of each such entity's or person's work at the properties.
- c. If not already provided to EPA, identify all documents produced by each such entity or person concerning the properties, including but not limited to all site analyses, surveys, and studies.

5. Information About Others:

- a. If you have information concerning the operation or ownership of the properties or the Site or the source, content or quantity of materials placed/disposed at the properties or the Site which is not included in the information you have already provided, provide all such information.
- b. If not already included in your response, if you have reason to believe that there may be persons, including persons currently or formerly employed by Respondent, who are able to provide a more detailed or complete response to any of these questions or who may be able to provide additional responsive documents, identify such persons and the additional information or documents that they may have.
- c. If not already provided, identify all persons, including Respondent's current and former employees, who have knowledge or information about the generation, use, purchase, treatment, storage, disposal, placement or other handling of materials at, or transportation of materials to, your properties and/or the Site.

confidentiality claim covering part or all of the information requested, pursuant to Sections 104(e)(7)(E) and (F) of CERCLA, 42 U.S.C. §§ 9604(e)(7)(E) and (F), and 40 C.F.R. § 2.203(b). All information claimed to be confidential should be contained on separate sheet(s) and should be clearly identified as “confidential business information,” “trade secret” or “proprietary” or “company confidential.” Personal financial information, including individual tax returns, may also be claimed as confidential. In addition, please note that you bear the burden of substantiating your confidentiality claim. Your claim of confidentiality should be supported by the submission of information supporting such a claim; the type of information to be submitted is set out in 40 C.F.R. Part 2. Information covered by a claim of confidentiality will be disclosed by EPA only to the extent, and only by means of the procedures, provided in 40 C.F.R. §§ 2.201-2.311. **If no such claim accompanies the information when it is received by EPA, it may be made available to the public by EPA without further notice to you.** You should read the above cited regulations carefully before asserting a business confidentiality claim, since certain categories of information are not properly the subject of such a claim.

10. Disclosure to EPA Contractor. Information which you submit in response to this Information Request may be disclosed by EPA to authorized representatives of the United States, even if you assert that all or part of it is confidential business information. Please be advised that EPA intends to disclose all responses to this Information Request to one or more of its private contractors listed in the attached EPA Contractor List for the purpose of organizing and/or analyzing the information contained in the responses to this Information Request. If you are submitting information which you assert is entitled to treatment as confidential business information, you may comment on this intended disclosure within fourteen (14) days of receiving this Information Request.

11. Personal Privacy Information. Personnel and medical files, and similar files the disclosure of which to the general public may constitute an invasion of privacy should be segregated from your responses, included on separate sheet(s), and marked as “Personal Privacy Information.” You should note however, that unless prohibited by law, EPA may disclose this information to the general public without further notice to you. (Please see Instruction 9 for information concerning treatment of individual tax returns.)

12. Objections to Questions. While the Respondent may indicate that it objects to certain questions in this Information Request, it must provide responsive information notwithstanding those objections. To object without providing responsive information may subject Respondent to the penalties set out in the cover letter.

13. Claims of Privilege. If you claim that any document responsive to this Information Request is a communication for which you assert that a privilege exists for the entire document, identify (see Definitions) the document and provide the basis for asserting the privilege. For any document for which you assert that a privilege exists for a portion of it, provide the portion of the document for which you are not asserting a privilege, identify the portion of the document for which you are asserting the privilege, and provide the basis for such an assertion. Please note that regardless of the assertion of any privilege, any facts contained in the document which are responsive to the Information Request must be disclosed in your response.

**EPA CONTRACTOR LIST**

Updated August, 2013

**CONTRACTOR**

**CONTRACT NUMBER**

ASRC Primus Solutions, Inc.  
Subcontractor: Booz Allen Hamilton  
Effective: August 22, 2013

Contract # EP-W-11-024

ICF International  
Effective: February 1, 2012

Contract # EP-BPA-12-W-00003

Eisenstein Malanchuk LLP  
Effective: March 1, 2013

Contract # EP-W-013-006

H&S/Nobis  
Effective: September 23, 2011  
Subcontractor: TechLaw, Inc.

START 8(a) Contract # EP-S1-11-03



## **INFORMATION REQUEST DEFINITIONS**

All terms not defined herein shall have their ordinary meaning, unless such terms are defined in CERCLA, 42 U.S.C. Section 9601 et seq., RCRA, 42 U.S.C. Section 6901 et seq., or Volume 40 of the Code of Federal Regulations (CFR), in which case such statutory or regulatory definitions shall apply.

The following definitions shall apply to the following words as they appear in this Enclosure:

1. The term "you" or "Respondent" shall mean the entity identified as the addressee of this Request, the addressee's officers, managers, employees, contractors, trustees, successors, assigns, and agents, and any predecessor or successor corporations or companies.
2. The terms "document" and "documents" shall mean any method of recording, storing, or transmitting information, including, but not limited to, electronic information. "Document" shall include, but not be limited to:

- (a) writings of any kind, including electronic documents, formal or informal, whether or not wholly or partially in handwriting, including (by way of illustration and not by way of limitation) any of the following:
  1. invoice, receipt, endorsement, check, bank draft, cancelled check, deposit slip, withdrawal slip, order;
  2. letter, correspondence, fax, telegram, telex, E-mail;
  3. minutes, memorandum of meetings and telephone and other conversations, telephone messages;
  4. agreement, contract, and the like;
  5. log book, diary, calendar, desk pad, journal;
  6. bulletin, circular, form, pamphlet, statement;
  7. report, notice, analysis, notebook;
  8. graph or chart; or
  9. copy of any document.
- (b) microfilm or other film record, photograph, or sound recording on any type of device;
- (c) any tape, disc, or other type of memory generally associated with computers and data processing, together with:
  1. the programming instructions and other written material necessary to use such punch card, disc, or disc pack, tape or other type of memory; and
  2. printouts of such punch card, disc, or disc pack, tape or other type of memory; and

- (d) attachments to or enclosures with any document as well as any document referred to in any other document.

3. The term “identify” or “provide the identity of” means, with respect to a natural person, to set forth: (a) the person's full name, (b) present or last known business and home addresses and telephone numbers; (c) present or last known employer (include full name and address) with job title, position or business; and (d) the person's social security number.

4. The term “identify” or “provide the identity of” means, with respect to a corporation, partnership, business trust, government office or division, or other entity (including a sole proprietorship), to set forth: (a) its full name; (b) complete street address; (c) legal form (e.g. corporation, partnership, etc.); (d) the state under whose laws the entity was organized; and (e) a brief description of its business.

5. The term “identify” or “provide the identity of” means, with respect to a document, to provide: (a) its customary business description (e.g., letter, invoice); (b) its date; (c) its number if any (e.g., invoice or purchase order number); (d) the identity of the author, addressor, addressee and/or recipient; (e) and a summary of the substance or the subject matter. Alternatively, Respondent may provide a copy of the document.

6. The term “material” or “materials” shall mean any and all objects, goods, substances, or matter of any kind, including but not limited to wastes.

7. The terms “the period being investigated” and “the relevant time period” shall mean the period being investigated as specified on the first page of the Information Request Questions.

8. The terms “the Site” or “the facility” shall mean and include the property on or about the 7 acres of land in Windham Maine, currently identified by EPA as the Keddy Mill Superfund Site, which is more fully described in the enclosed Site Description.

9. The term “waste” or “wastes” shall mean and include trash, garbage, refuse, by-products, solid waste, hazardous waste, hazardous substances, and pollutants or contaminants, whether solid, liquid, or sludge, including but not limited to containers for temporary or permanent holding of such wastes.

10. The term “asset” shall mean and include but not be limited to the following: cash, commodities, personal property, collectibles, real estate, equipment, vehicles, furniture, inventory, supplies, customer lists, accounts receivable, interest in insurance policies, interests in partnerships, corporations, and unincorporated companies, whether foreign or domestic, securities, patents, stocks, bonds, and other tangible as well as intangible property.

11. The term “real estate” shall mean and include, but not be limited to the following: land, buildings, a house, dwelling place, condominium, cooperative apartment, office or commercial building, including those located outside the United States.

**SENDER: COMPLETE THIS SECTION**

- ☒ Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- ☒ Print your name and address on the reverse so that we can return the card to you.
- ☒ Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

S.D. Warren Company  
d/b/a SAPPI Fine Paper North America  
c/o Kenneth F. Gray, Esq.  
Pierce Atwood, LLP  
Merrill's Wharf, 254 Commercial Street, Suite 410  
Portland, ME 04101

2. Article Number

(Transfer from serv)

7013 2630 0001 9175 3564

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature

☒*Courtney Sandlian*☒ Agent☐ Addressee

B. Received by (Printed Name)

*Courtney Sandlian*

C. Date of Delivery

*10/14/14*D. Is delivery address different from item 1? ☐ Yes

If YES, enter delivery address below:

☒ No

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4. Restricted Delivery? (Extra Fee)

☐ Yes



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*Murray*  
**Donna ~~Smith~~**  
**US EPA Region I (OSRR07-2)**  
**5 Post Office Square, Suite 100**  
**Boston, MA 02109-3912**

